



EMPLOYMENT OPPORTUNITY

Justice Coordinator/Native Courtworker

The Job:

Reporting to the Manager, Mental Health & Support Programs, this position will assist clients who are diverted from the Territorial Courts to the Old Crow Justice Committee. The Justice Coordinator/Native Court Worker will provide administrative support to the Justice Committee and ensure other justice related activities are conducted in Old Crow. The Justice Coordinator/Native Court Worker attends all court sessions to assist clients in court appearances, coaches' clients in understanding the justice system, and their rights and responsibilities; acts as liaison between legal aid and probation staff and works closely with other agencies and RCMP.

The Candidate:

The ideal candidate will have a diploma or certificate in a social or justice related field, or equivalence in experience and relevant coursework; Knowledge of Territorial Court justice setting, and alternate methods for administration of justice; Ability to working in a cross cultural environment; Excellent written and oral communication skills; Knowledge of basic accounting & records management; Excellent organizational skills; Ability to work with minimal supervision while developing effective partnerships with the community at large; You must agree to a complete a criminal records check; and previous experience working in a First Nation community is an asset.

Pay Range

\$38.17 to start plus an excellent benefit package.

This is a full-time position based on 65 bi-weekly . (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Minimum one-year term commitment is required.

Closing Date: Tuesday March 31, 2015 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Brenda Frost
Manager Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 256
Fax: (867)966-33261
Email: hrd@vgfn.net

While qualified VGFN citizens will be give preference, all interested and qualified individuals are encouraged to apply.

Posted: March 17, 2015